

**Memorandum of the Meeting
Regular Study Session
Twenty-Sixth Town Council of Highland
Monday, August 18, 2008**

The regular study session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on Monday, August 18, 2008 at the standing time of 7:10 o'clock p.m.

Roll Call: Dan Vassar, Brian Novak, Konnie Kuiper, and Bernie Zemen were present. Councilor Herak was absent. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Also present:

Adam Gawlikowski, Dominic Noce and Greg Kuzmar, of the Highland Redevelopment Commission; George Vande Werken of the Highland Economic Development Commission; Carol Green-Fraley, Redevelopment Attorney; and Cecile Petro, Redevelopment Director were also present.

Members of the Northwest Indiana Development Group, LLC, comprised of James Zappia of Falcon Construction Co., Inc.; Richard Wesley, of Bear Business Management, LLC; Frank L. Sutfin, Sr., of C&S Joint Venture, Inc.; and Phillip Kupritz of K2 Studio were also present.

William Timmer, CFOD, Fire Chief was also present.

Tom Browne of Koester and Brown Agency was also present.

Lance Ryskamp, Attorney at Law was present.

General Substance of Matters Discussed

1. Members of the Northwest Indiana Development Group, LLC, comprised of James Zappia of Falcon Construction Co., Inc.; Richard Wesley, of Bear Business Management, LLC; Frank L. Sutfin, Sr., of C&S Joint Venture, Inc.; and Phillip Kupritz of K2 Studio offered a presentation to the Town Council and the Redevelopment Commissioners present regarding a **proposal to offer Development Master Plan Management Services**.

Mr. Zappia offered a cursory overview of what he described as an \$800 million dollar commitment to partner with the Town of Highland Redevelopment Department and the Town to bring development including a health care presence, according to the Redevelopment Plan and Design Standards of Highland. It was suggested that the group would marshal financing, design architecture and construction management services, guided by environmentally-friendly design practices (LEED – Leadership in Environmental and Energy Design) to support the implementation of the Highland Redevelopment Plan.

Under the discussion, it was further revealed that the Northwest Indiana Development Group, LLC desired to work in developing the 80/94 corridor attached with the Kennedy Avenue Corridor, to bring a Hospital and work within the existing Highland Redevelopment Plan for its Redevelopment District.

It was further revealed that the Northwest Indiana Development Group, LLC would marshal financing that would include public resources, grants and private investment. Some of the public financing would involve Industrial Development Bonds perhaps and TIF resources. It was further suggested by the Northwest Indiana Development Group, LLC that it surmised that approximately 80% of the financing would be from private sources.

With leave from the Town Council, persons present were permitted to participate in the discussion with the Northwest Indiana Development Group, LLC as well.

The discussion included where lines of control regarding implementation of the Redevelopment Plan would exist, what entity would be controlling selection of developers and projects, and where the ultimate control over the process would lie. It was suggested that the ultimate control would lie with the local officials, not the Northwest Indiana Development Group, LLC as consortium. The discussion suggested that the time horizon for the master development agreement services would be perhaps ten (10) years.

The discussion included whether or not the consortium would require eminent domain. The consortium reported that it was not desired. The discussion included the desire of the consortium to also develop consistent and compatible with the existing business.

It was noted that the next step would be for the Redevelopment Commission to solicit requests for qualifications

2. The Fire Chief offered a post storm (emergency) event survey related to the August 4, 2008 storm. The Fire Chief had not compiled all the information formally from all departments, but noted that no injuries were experienced. He further reported that there were personnel expenses in consequence of responding to the storm and performing clean-up. There was extensive tree damage throughout town, including uprooted trees and damaged tree limbs he further reported.

The Fire Chief further reported that there were some issues related to the power drop off from the loss of electrical power and the power supply coming on line from a generator. He discussed that there may need to be a uninterrupted power supply bridge, provided by special batteries that would eliminate the power loss experienced in between the loss of power company power supply and the local generator power supply.

The Fire Chief further reported that some additional back-up power supply to assist the maintenance of telephone, internet (computer) and other services. There was power loss at the Lincoln Community Center which is designated as the emergency shelter in the Town plan. It was further noted that there were some reports that in some parts of the Town, the warning sirens were not audible. All but one siren has generator power supply back-up. One siren has battery back-up.

It was further noted that there needed to be improvement in the internal communications and notice in calling the disaster response committee together, noting that the Clerk-Treasurer did not receive notice of the meeting pursuant to the Disaster Response Policy.

It was still further noted that there should be some general review and improvement to the public information function, both the communications with the press and communications with the public. The discussion included educating public about not calling 911 to inquire about the purpose or the event triggering the warning sirens the town uses.

3. Mr. Ryskamp, Attorney, reported to the Town Council and the Redevelopment Director that he represented a client, Great Lakes Landscaping, which was interested in possibly acquiring a 4.5 acre parcel on south Kennedy in Highland and to determine whether or not the Town might be interested in purchasing some of property not needed by his client to be used perhaps by the Town as a site for the possible relocation of the Public Works Facility. It was noted that the current site occupies 11.4 acres. It was further noted that if the Mr. Ryskamp's client's offer was agreeable, additional property acquisition adjoining the client's property would be likely required. It was further noted that south Kennedy Avenue properties present challenges to serving as a relocation site for the public works facility from multiple ownership, drainage issues and property lot configuration -- long, deep rectangular properties with narrow frontage along Kennedy Avenue. It was further noted that the current zoning of R-1A would need to be modified as well.

During discussion it was noted that there is still some review on-going regarding the possible relocation of the public works facility to the site of the former City Sales Company, located in the Highland Industrial Park. The evaluation's progress was stopped by the recent storm event.

It was incidentally noted that there was some possible interest in relocating the Sharp Athletic Complex to another location. This would require 22 acres.

It was noted that at Homestead Park, may be a possible relocation of the *Little League* and *Babe Ruth* utilized fields to other places in Town and perhaps then utilize it for the Sharp Athletic Complex, which adjoins the Homestead Park.

4. The Town Clerk-Treasurer discussed a request from a John Cassassa seeking to have a waiver and refund of the penalties related to a delinquent general improvement assessment associated with the Brantwood General Improvement District.
5. The Town Clerk-Treasurer briefed the Town Council on the budget schedule and status for the civil government in FY 2009. He noted that the deadline for all departments was August 22. He further noted that some early proposed budgets have come in over the FY 2008 budget, which was in conflict with the initial instructions issued to departments.

There were no further discussions or any further matters before the Town Council. The regular study session of the Twenty-Sixth Town Council of Highland of **Monday, August 18, 2008** was adjourned at 9:30 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer